

State of California
AGRICULTURAL LABOR RELATIONS BOARD
J O B O P P O R T U N I T Y A N N O U N C E M E N T

DATE: September 1, 2011

POSITION: **OFFICE TECHNICIAN (TYPING)/SENIOR LEGAL TYPIST (BILINGUAL)**

LOCATION: **Office of the General Counsel - Salinas Regional Office (Monterey County)**

SALARY: Office Technician (T) - \$2686 - \$3264
 Senior Legal Typist: Range A - \$2589 - \$3148
 Range B - \$2894 - \$3516

WHO MAY APPLY: Current State employees in a transferable class, or individuals with Office Technician (T)/Senior Legal Typist list eligibility for Salinas. Basis of eligibility must be indicated on application. Qualified applicants will be interviewed. Appointment is subject to State Restriction of Appointment (SROA) provisions.

DUTIES AND RESPONSIBILITIES: Provides typing and clerical support for the staff. Types letters, memos, legal documents and reports. Provides general clerical support, such as xeroxing, filing, docketing, telephone receptionist duties, and other clerical duties as required.

DESIRABLE QUALIFICATIONS: Fast and accurate typing skills; ability to work under pressure; ability to work in an independent manner; experience with Microsoft Word, Excel and Access. Spanish speaking and writing skills. Dependability and excellent attendance are required.

FINAL FILING DATE: Until filled.

SEND APPLICATION AND RESUME TO:

Agricultural Labor Relations Board
915 Capitol Mall, Room 345
Sacramento, CA 95814
Attn: Dorothy Kojima, Personnel Office
(916) 651-7602

NOTE: No moving or relocation expenses will be paid by the department.
 Pending Freeze Exemption Approval.

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

California Relay/TDD 1-800-735-2929 or 1-800-735-2922 (Voice)